**DIGITAL TRAINING FACILITY PROCEDURES FOR
IMI INSTRUCTION USE:**

"NOTE"

**"DISTANCE LEARNING TRAINING HAS PRIORITY OVER
ALL OTHER TRAINING"**

1. The following must be furnished the Digital Training Facility (DTF) Manager for scheduling the classroom:

    a. The proponent school, department or sections will be sponsoring the class or training.
    b. Points of contact for training, to include name, phone and fax number and email.
    c. Type of training and what equipment will be required to support the training.
    d. Duration of training to include start / stop dates and times.

2. The following rules will apply when using the DTF Classroom:

    a. There will be no food or drink brought in to the classroom at any time.
    b. The classroom will be cleaned at the end of each day and prior to being returned to the classroom manager.
    c. No unauthorized software is allowed to be loaded on the computers.
    d. No configuration changes can be made to the computers or VTT equipment.

3. Only approved Distance Learning Software can be used in the DTF. If software is not approved by the Distance Learning -Test Director the following procedures must be followed.

    If the software that is going to be used for the training is not Distance Learning approved software it has to be tested and assign a control number by the TADLP test director at Ft. Eustis, Virginia (757 878-3863/4367 voice or 757 878-4616 fax, the POC for the test site is Mr. Tom White). Sufficient time has to be allowed for the testing of the software, prior to the start of training. He will require a copy of the software to retain in the test facility library.

4. Coordination with the Classroom Manager must be made six weeks prior to the scheduled training to insure availability of the classroom and classroom manager.

5. Questions should be addressed to the classroom manager

Digital Training Facility Manager
Pat Clark
Fort McCoy, WI

Building 50 Room _____

Phone 608-388-24747   Fax 608-388-5913